

**ADS Supplementary Reference: 308**  
**File Name: 30852s\DR-CD 8**

## **DISCLAIMER**

**Many of the mandatory and supplementary references to the chapters in the ADS 300 Series contain references to the Handbooks which no longer exist. If the policies remain, they are in an ADS 300 chapter. Information which has not been included in an ADS 300 chapter is guidance only. The references will be revised to refer to ADS chapters or other guidance as applicable.**

## **SAMPLE COVER LETTER AND SCHEDULE FOR GRANTS TO PUBLIC INTERNATIONAL ORGANIZATIONS**

Mr. John Doe  
(Title)  
(Organization)  
(Address)

(Date)

Subject: Grant No. \_\_\_\_\_

Dear Mr. Doe:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (USAID) hereby grants to (Organization)(hereinafter referred to as the "Grantee"), the sum of \$ \_\_\_\_\_ to provide support for a program in \_\_\_\_\_ as described in the Schedule of this grant and in Attachment 2, entitled "Program Description."

This grant is effective and obligation is made as of the date of this letter and shall apply to expenditures made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending \_\_\_\_\_.

This grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1 (the Schedule); Attachment 2 (the Program Description); and Attachment 3 (the Standard Provisions); all of which have been agreed to by your organization.

Please sign the original and all enclosed copies of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to me.

Sincerely yours,

\_\_\_\_\_  
Grant Officer

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

(Organization)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

FISCAL DATA

Appropriation: \_\_\_\_\_  
Budget Plan Code: \_\_\_\_\_  
PIO/T No.: \_\_\_\_\_  
Project No.: \_\_\_\_\_  
Total Estimated Amount: \_\_\_\_\_  
Total Obligated Amount: \_\_\_\_\_  
Paying Office: \_\_\_\_\_

## SCHEDULE

### A. Purpose of Grant

The purpose of this Grant is to provide support for (state title of program), as more specifically described in Attachment 2 (the Program Description) of this Grant.

### B. Period of Grant

1. The effective date of this Grant is \_\_\_\_\_. The expiration date of this grant is \_\_\_\_\_.

(For incrementally funded grants add the following sentence:)

2. Funds obligated hereunder are available for program expenditures for the estimated period from \_\_\_\_\_ to \_\_\_\_\_ as shown in the Grant Budget below.

### C. Amount of Grant and Payment

[For fully funded grants use the following:

1. USAID hereby obligates the amount of \$\_\_\_\_\_ for purposes of this Grant.
2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 (the Standard Provisions).]

- or -

[For incrementally funded grants use the following in lieu of the above:

1. The total estimated amount of this Grant for the period shown in B.1 above is \$\_\_\_\_\_.
2. USAID hereby obligates the amount of \$\_\_\_\_\_ for program expenditures during the period set forth in B.2. above and as shown in the Grant Budget below.
3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 (the Standard Provisions).
4. Additional funds up to the total amount of the grant shown in C.1. above may be obligated by USAID subject to the availability of funds, the mutual

agreement of the parties to proceed, and the requirements of the Standard Provision of the Grant entitled "Revision of Grant Budget."]

D. Grant Budget

The following is the Grant Budget. Revisions to this Budget shall be made in accordance with the Standard Provision of this Grant entitled "Revision of Grant Budget."

Cost Element	Obligated Amount *	Estimated Additional *	Total Estimated *
	From** to** <u>U.S.\$</u> <u>Currency</u>	From** to** <u>Local</u> <u>U.S.\$</u> <u>Currency</u>	From** to** <u>U.S.\$</u> <u>Local</u> <u>Currency</u>

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Total \$\_\_\_\_\_

\* Use all three columns for incrementally funded grants, otherwise use only the "Total Estimated" column.

\*\* Insert grant effective and expiration dates.

E. Reporting and Evaluation

(Describe both fiscal and technical reporting requirements and evaluation criteria and schedules. Specify the address to which each report is to be delivered.)

The Grantee shall prepare and submit two copies of each report required by this grant to the Bureau for Program and Policy Coordination, Center for Development Information and Evaluation, Development Information Division (PPC/CDIE/DI). All documents should be mailed to:

PPC/CDIE/DI  
ACQUISITION  
Room 209, SA-18  
Agency for International Development  
Washington, D.C. 20523

The title page of all reports forwarded shall include a descriptive title, the author's name(s), grant number, the project number and title, grantee's name, name of the USAID program office, and the publication or issuance date of the report.

F. Special Provision

(Use this paragraph to delete inapplicable Standard Provisions and to add provisions of special applicability as necessary, such as waivers, authorized local cost financing, title to property, source and origin requirements, and any alterations to the Standard Provisions which have been approved as deviations.)

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